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DataWarehouse Training

**Customizing your settings in COGNOS**

**August 2006**

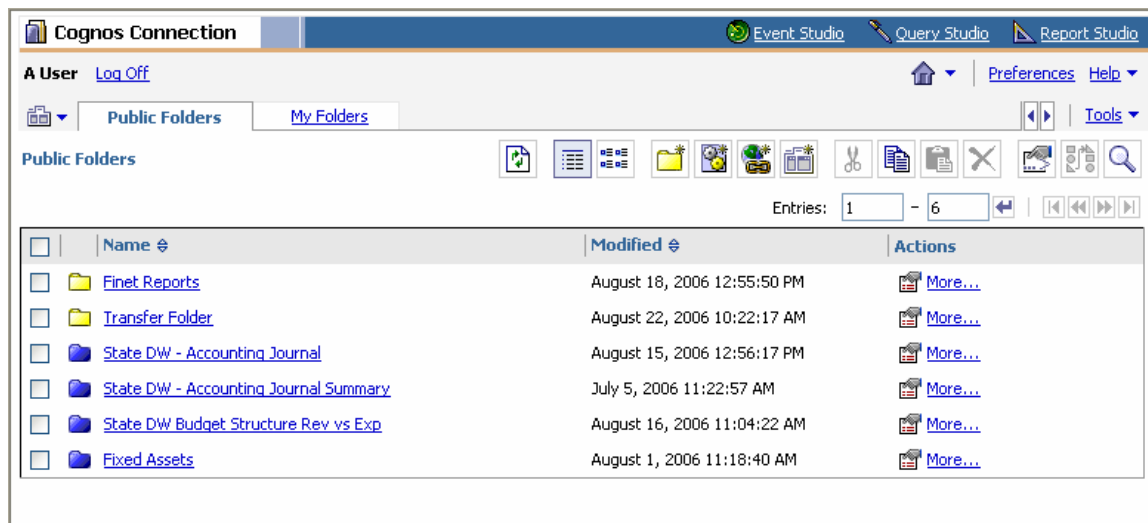
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## Setting Your Default Output Report Format to PDF

The default report output for COGNOS is HTML, this will display the data the fastest. But it does take time to scroll from page to page. PDF takes more time to bring up the results but since it creates the whole PDF file it scrolls much faster. Here are the steps to change your default output to PDF.

Log into COGNOS, if you do not have a logon click here for information on how to get access [click here](#).

After you login and your at the “Public Folders” window (see below).



At the top right of the window click on preferences (see below)



You should see the “Set Preferences” screen (see below)

**Set preferences** Help X

**General** Personal Portal Tabs

Specify your settings.

**Number of entries in list view:** 15

**Report format:** HTML

**Separators in list view:** No separator

**Automatic refresh rate in seconds:** 30

**Style:** Corporate Preview

☐ Show the Welcome page at startup

☒ Show a summary of the run options

**Portal**

**Default view:**

☒ List

☐ Details

**Number of columns in details view:** 3 columns



OK Cancel

On the top right of this window is the “Report Format” setting

**Report format:**

HTML

HTML is the default setting.

Click on the  and all the report formats will appear. Select PDF. At the bottom of the window (you may need to scroll the windows down. Click on the  button. Now when you run reports the default will be PDF.

**Report format:**

HTML

HTML

**PDF**

Excel 2000 Single Sheet

Excel 2002

Delimited text (CSV)

XML